

RTCC Conference Call Notes

Date: Friday, September 19, 2008

Time: 7:00am

In Attendance:			
Connie Stalcup	Cathy Chidester	Jeffrey Upperman	Heidi Hotz
David Hoyt	Nancy Lapolla	Jonathan Jones	Gill Cryer
Reginald Vaughn	Barry Fisher		
Unable to Attend			
Jennifer Shay	Tim Ernst		
Sam Stratton	Ray Johnson		

Regional Trauma Summit

- ◆ No comments on notes for Sept. 5th
- ◆ Critical session is the late afternoon session
- ◆ Identify speaker- Jorie Klien- Heidi will contact
- ◆ Jonathan – Dr Tharratt will speak—Introductory Comments

Models for RTCC

- ◆ Nancy will talk with Heidi – Models of Governance
- ◆ Governance structure with adequate communication
 - 110 people or so – broad representation
 - once every 3 months
 - make sure meeting is relevant
- ◆ What is the structure of committee?
 - possible work groups
 - make sure you get adequate representation
 - manageable groups
- ◆ Biggest challenge- putting concepts in action
- ◆ Gil – what will the committee do?
 - What are the role and responsibilities
- ◆ Heidi will get models and templates
 - Look at Pennsylvania and New York models
 - Heidi will research and send email after discovery
- ◆ Connie – what are the needs assessments of our Region – Benchmark
- ◆ Dr. Upperman and Connie will work on needs assessments and strategic Plan
- ◆ Gil – Develop Rep. from each advisory committee in region
- ◆ Nancy- include Non-Trauma Hospital also

Regional Trauma Summit Location-Los Robles

- ◆ Jonathan deposit to Los Robles by Monday
- ◆ Two rooms ordered
 - How much room is there for breakout session
 - Is there a charge for each room?
 - One room large enough to be split
- ◆ Barry will make sure Los Robles has correct date

- ◆ Heidi and Jonathan will work on food preparation
- ◆ Jonathan will find out maximum capacity of rooms
- ◆ Cathy map almost done should be complete by next conference call

LEMSA Attendees List

- ◆ Sam- challenging with keeping list to 30 –a lot of interest in Trauma Summit
- ◆ LA has about 60 people
 - Cathy will check for overlap on attendees List
- ◆ Dr. Upperman- Develop some strategies
 - How to come up with absolute numbers of individuals
 - How to communicate the role out of Trauma summit
 - What to do with overflow crowd
 - How to manage individuals who may not be able to participate

Trauma system survey

- ◆ Dr. Hoyt tentative approval on Trauma systemt survey – 120 people
- ◆ Dr. Upperman will send update via weblink for Trauma system survey

Save the Date Card

- ◆ Nancy and Heidi will work on the language on the card- approval will be done via email

Draft Invite letter Packet

- ◆ Defer to Jennifer regarding packet

Action Items

- ◆ **Nancy** -will discuss with Heidi Models of Governance
- ◆ **Jennifer** – Update group on Draft Invite Letter packet
- ◆ **Nancy** – find out from Jonathan maximum capacity
- ◆ **Heidi and Nancy** – will work on language on the Save the Date Card
- ◆ **Heidi** – will research PA and NY models and send email after discovery
- ◆ **Connie and Dr. Upperman** – Needs assessments of our region and Guide and strategic plan
- ◆ **Barry** – will make sure Los Robles has correct date.

Next Conference Call Meeting

- ◆ 0700, Friday, October 3rd
- ◆ Be prepared to discuss LEMSAs Master List.